



## **Dan's Legacy – Food Collection & Inventory Supervisor Job Description**

### **Position Summary**

Dan's Legacy is currently seeking a full-time, Food Collection & Inventory Supervisor. The Food Collection & Inventory Supervisor oversees and mentors participants in the Warehouse and Swamping Training Program. Responsibilities include coordinating the retrieval and delivery of surplus food from community partners while ensuring adherence to health and safety guidelines. This role involves maintaining the operational safety and sanitation of Dan's Legacy's 3-tonne refrigerated truck, involving participants in vehicle sanitation, and supporting the outreach and therapy teams. In addition, the supervisor will assist cooking instructors in fulfilling orders for various programs and manage community recipients' delivery routes. Maintaining positive relationships with community partners, as well as developing a database for food inventory, submitting monthly reports, and teaching proper storage practices are also key responsibilities. This position reports directly to the Program Manager for Dan's Diner.

### **Duties & Responsibilities:**

- Supervise and mentor participants in the warehouse training program
- Retrieve and deliver surplus food to and from community partners while adhering to safety guidelines
- Ensure the operational safety and sanitation of the 3-tonne refrigerated truck, including preventive maintenance
- Assist cooking instructors in fulfilling orders for various programs
- Develop a database for tracking incoming and outgoing food and inventory
- Ensure proper storage practices, cold, frozen, dry storage
- Teaching participants and involve them in all aspects above keeping in mind this is an employment preparedness program for youth with barriers to post-secondary educational and employment opportunities
- Support the outreach and therapy teams
- Manage community recipients' delivery routes
- Maintain positive relationships with community partners
- Submit monthly food inventory and participant progress reports to the Program Manager
- Perform other duties as assigned

### **Qualifications & Requirements:**

- Must be vaccinated against COVID-19
- A successful criminal record and vulnerable sector check will be required prior to the start of employment
- A valid driver's license
- Three years of safe driving record
- Ability to work with at risk youth
- Ability to travel to New Westminster where the program is located
- Be able to demonstrate intermediate computer literacy in standard office software programs, i.e., Word, Excel, Zoom, e-mail, and smartphone applications for administrative duties



- Food Safe Level 1 is required
- WHIMS, Occupational First Aid Level 1, Mental Health First Aid, Gender-Based Analysis Plus, Transporting Dangerous Goods, Privacy and Access Fundamentals is an asset

#### **Interpersonal Skills:**

- Attention to detail
- Organisational skills
- Problem solving skills
- Ability to work independently
- Adaptability & flexibility
- Teamwork & cooperation
- Dependability & responsibility
- Strong communication skills

#### **About Dan's Legacy**

Dan's Legacy provides trauma-informed and culturally sensitive counselling and life-skills programs to youth at risk in Metro Vancouver. These young people, aged 15 to 25, are at significant risk of overdose, self-harm, homelessness, and suicide. Dan's Legacy's therapy and outreach teams go directly to the youth wherever they are, there are no wait lists, and all the organisation's services are free. In the past year, Dan's Legacy helped over 400 youth stabilise their mental health, and begin working towards their educational, employment and recovery goals.

#### **Cook Skills Program Description**

Dan's Legacy's "Dan's Diner" job-skills program provides clinically supported training in cooking skills to youth ageing out of care, Indigenous youth, young women survivors of gendered violence and new Canadians. The Chef Instructor, supported by Dan's Legacy's counselling and outreach team, works with a cohort of young adult students with various mental health challenges. Training is provided to the Chef Instructor from the counselling team to learn best practices in supporting youth with trauma-based mental health challenges.

Dan's Legacy knows that at-risk youth need opportunities to not only maintain their mental wellness but also grow and thrive in the community. The "Cook Skills" Program is designed to provide youth with the training they need to work immediately in the hospitality industry, or move on to further post-secondary culinary skills training, eventually obtaining Red Seal Certification.

The entire program operates under the clinical supervision of Dan's Legacy's Therapists, ensuring the youth have mental health counselling support before, during and after the training. This position will report to the Program Director and will be responsible for a variety of tasks for the Program including scheduling, budgeting, managing staff and clients, annual reporting, building program awareness and structure.

#### **For more information about Dan's Legacy:**

- [www.danslegacy.com](http://www.danslegacy.com)

*Dan's Legacy is an equal opportunity employer, and we attempt to hire employees who reflect the diversity of our clients - Indigenous, Black, Hispanic, South Asian and LGBTQ2S+ people are encouraged to apply.*



*We respectfully and gratefully acknowledge that our work takes place on the unceded, and traditional territory of the Coast Salish peoples*